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MEMORANDUM

TO: Users of Kentucky Individual Building Survey Form

FROM: Rachel M. Kennedy
Survey Coordinator/Architectural Historian
Kentucky Heritage Council

DATE: July 23, 2015

In an ongoing effort to improve our GIS-based Historic Survey database, the Kentucky Heritage Council is instituting a new mapping policy for Individual Building Survey Forms, hereafter called survey forms, and clarifying guidance contained in the 2014 Historic Building Survey Manual. Please note that this guidance supersedes any direction found in the *Instructions for Completing Individual Buildings Survey Forms* (KHC 2014-1).

1. Please be sure to use the 2014 Kentucky Building Survey Form (2014-1). We will no longer accept any other versions of the form. If you are in the middle of a project in which you have already completed work on older survey form(s), please let the Survey Coordinator know this upon submission.   If you do not have a copy of this form, please visit our website to download a copy or contact the Survey Coordinator. The form is available at:
http://www.heritage.ky.gov/natreg/histbldgsurv/

2. Please print your KHC survey forms in color for submission. Black and white survey forms will not be accepted. Draft survey forms can be forwarded to the Survey Coordinator as PDFs but must be printed and submitted in color to the KHC when final. Contact the Survey Coordinator directly to discuss the electronic submission of draft forms.

3. The KHC no longer requires UTM references for KHC Survey forms. You may use latitude and longitude coordinates obtained from Google Earth (or a similar free online mapping program) or UTM coordinates as long as you note which system you are using. If you use latitude and longitude, please place these coordinates in #3 of the 2014 Survey form by removing Easting and Northing. All other aspects of # 3 remain the same and must be completed.

Please note that UTM coordinates are still required by the National Register of Historic Places and must be used when nominating properties to the NRHP.

4. Regarding #30 and #31 on the 2014 KHC Survey Form, if you are documenting a site with multiple resources, a site plan is necessary. The following elements must be included on the site plan:

a. Label each resource on a site plan and key into the table called Support Resources in #30. The principal resource documented should be annotated with the survey number, but need not be included in the Support Resources Table.   Use the same labeling system to annotate your photographs so it is clear which support resource is being documented. The Support Resources table must be completed when there is more than one resource on the property and must be keyed into the site plan.

b. Site plans can be produced by using the Microsoft Office-based Snipping Tool (under accessories) from any online mapping program that has an aerial view option. Alternately, hand-drawn or computer-drawn site plans are acceptable as long as the plan is labeled as noted in letter a. above, and includes nearby roads/streets names, a north arrow, and any distinctive geographic features in proximity such as lakes, rivers, or notable topographic formations. In addition, hand or computer generated site plans should be to scale and reflect the actual spatial relationships and orientations of the resources documented.

c. If using the aerial feature in an online mapping service, please be certain that the view is close enough to see how the resources relate to one another. If the site is large, consider dividing the site plan into smaller pieces for clarity. If it is difficult to see the resources in aerial view due to vegetation, try at least one additional aerial mapping program for an alternate, clearer view.   If necessary, you may insert building footprints onto an aerial map utilizing a color that differs from the overall map for clarity.

d. Please label each building, structure, or object in a color that contrasts with your map.

An example of this type of site plan mapping is included below.

30. SUPPORT RESOURCES:

SITE PLAN KEY	FUNCTION	CONSTRUCTION DATE	METHOD/MATERIAL
JF-482A	Modern office building	1: 1975-2000	W3 / Frame, type unknown
JF-482B	Garage (converted cottage)	1: 1975-2000	P1 / Concrete Block
JF482C	Cottage	5: 1875-1899	W3 / Frame, type unknown
JF-482D	Main House	5: 1875-1899	W3 / Frame, type unknown
JF-482E	Gazebo	1: 1975-2000	W3 / Frame, type unknown
		___	___

31. SITE PLAN (Complete if #27 was answered or if you are using sub-numbers):

5. In #32, please include a topographic map showing the location of your resource in context that includes nearby roads/streets, rivers/creeks, and/or other important geographic location features. You may need to annotate the map in order to display road/street names. USGS topo maps can be downloaded from the USGS store for free at: http://store.usgs.gov/b2c_usgs/usgs/maplocator/(xcm=r3standardpitrex_prd&layout=6_1_61_48&uiarea=2&ctype=areaDetails&carea=%24ROOT)/.do
The site is searchable by address or by topographic map name. If you are using aerial mapping, please provide an aerial view of the property under #32 as well as a topographic map.

Thank you for your attention to this matter. The changes specified above should assist the KHC with more efficient data entry and better locational data for your projects. Please contact me at the email or telephone number below if you have any questions or comments.

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